Picture Checklist and Rubric

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You must cover five school events a semester. Be sure to sign up for the events in advance to ensure you have a camera and the batteries are charged.**

Event Covered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time(s) of Event: \_\_\_\_\_\_\_\_\_\_\_

Student Covered Event in its Entirety which they agreed to Cover / 3

Student Returned all Photo Gear on Time / 1

Student produced at least five photos from the event that are creative, / 3

genuine, storytelling shots. The images are clear, in focus, and

meet exceptional standards.

Student uploaded photos to photo computer, sorted through photos, / 3

deleted images that were blurry or of no use, stored photos correctly

on the computer and Google drive, and shared photo folder with

anyone listed on the shared requirements.

 Naming of Picture Files: Date\_Category\_Subtitle\_Initials

 Ex: 2017816\_FB\_Homecoming\_LR

 **Total** / 10

**Uploading Photos Process**

1. Plug-in SD card.
2. Create or find necessary folders in Documents on Photo Computer and in Google Drive.
3. Open photos on SD in Digital Photo Professional > Select them to open > Hit Batch Process. Make sure the following is set:
	1. Choose Browse to select the folder it will go in.
	2. Make sure resolution is 350 and it is exporting as a JPEG
	3. Save file accordingly by name. Make sure sequence starts at 0001.
4. Wait for photos to process.
5. Go into Google Drive and upload the same photos into the proper folder.